

INDIANA UNIVERSITY SOUTHEAST HOSPITALITY PAYMENT FORM

SUBMIT FYS SOCIAL REQUESTS/RECEIPTS TO ACCOUNTING SERVICES (SEACCTSV@IUS.EDU).
SUBMIT CANDIDATE RECRUITMENT REQUESTS/RECEIPTS TO THE DESIGNATED BUDGET ANALYST/ACCOUNT DELEGATE.

1. Name of Event: _____ Date of Event: _____

Event Location: _____ Estimated Cost: _____

2. Attendance Information

of IU Faculty: _____ # of IU Staff: _____ # of IU Students: _____

of Non-IU Individuals: _____ Affiliation with IU: Alumni Community Parents Other _____

3. Please select an event type.

FYS Social Candidate Recruitment

FYS SOCIAL Class Number (i.e. COAS-S 104): _____ Section Number: _____

*Faculty may request up to \$60 per class section. **ITEMIZED AND PROOF OF PURCHASE RECEIPTS REQUIRED.**

CANDIDATE RECRUITMENT - ITEMIZED AND PROOF OF PURCHASE RECEIPTS REQUIRED.

The following meal limits apply:

BREAKFAST	\$15.00	Host + Candidate Max of \$30.00
LUNCH	\$20.00	Host + Candidate Max of \$40.00
DINNER	\$30.00	Host + Candidate Max of \$60.00

Candidate meal expenses are funded with departmental accounts. Additional attendees beyond one host and candidate or overages to the above limits can be covered with IU Foundation funds with dean/director approval. Any alcohol should be covered with IU Foundation funds, also subject to dean/director approval.

4. Billing Information: Please mark one option.

IU Southeast Conference & Catering ----- Please provide Facility Reservation #: _____

Personal Reimbursement

P-Card ----- Who approves the Chrome River P-card documents for your card? _____

Name of Requestor

Department/School

Signature of Requestor

Date

FOR ACCOUNTING SERVICES/BUDGET ANALYST/ACCOUNT DELEGATE USE ONLY

Signature of Approver

Date

ACCOUNT: _____ SUB-ACCOUNT: _____ OBJ CODE: _____ SUB-OBJ CODE: _____